

NAME

Current Address
518 West Locust St.
Davenport, IA 52803
(319) 333-9999

mtaylor@saunix.sau.edu

Permanent Address
2827 38th St. Court
Moline, IL 61245
(309) 999-9999

Education

Bachelor of Arts in Computer Information Systems, December 2004
St. Ambrose University, Davenport, IA
GPA=3.47/4.0
Awards: St. Ambrose Athletic Scholarship, four years

Computer Skills

Systems: IBM & Macintosh
Languages: C++, COBOL, Visual Basic, and SQL
Software: Windows ('9x, '00, NT), MS Office (Word, Excel, Access, FrontPage, PowerPoint)
Certifications: A+ Certification and Microsoft Certified Professional

Internship

Marketing Department, Monmouth Hospital, Monmouth, IL, Spring 2004

- Entered data, sorted records, filtered data, performed mail merges and created tables in MS Office
- Performed troubleshooting for software, hardware and printer problems
- Attended Central College's Study Abroad Program in London

Related Experience

Smith Consultants, Davenport, IA, December 2004 - Present

Software Technician

- Test different programs to determine any bugs and operating errors
- Write operating manuals for various software programs
- Modify existing coding when necessary
- Setup and maintain computers, including installation of software

Other Experience

United Postal Service (UPS), Davenport, IA, March 2003 - August 2004

Warehouse Personnel

Cross Town Movers, Davenport, IA, December 2001 - December 2003

Laborer

Oakwood Country Club, Coal Valley, IL, Summers 2000 & 2004

Bag Room Attendant

Activities / Distinctions

Varsity Soccer Team, St. Ambrose University, 1995 – May 1999)
Assistant Coach, Two Youth Camps for Soccer, Quad City Area, 1998 - 1999
Volunteer, Boys and Girls Club, Davenport, IA, 1998
Junior Rotarian Club, East Moline, IL, 1995
John Deere Leadership Award, East Moline, IL, 1994